

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>GACUTAN      MANUEL, JR.      DATIG</b> <small>(Family Name)      (Given Name)      (Middle Name)</small>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>Department of Animal Science</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>VSU</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO. (x)	<b>6b. PREV. APPRO.</b> ACT/ BOARD RES/ ITEM NO.	<b>7a. SALARY P.A.</b> <b>PERA/ACA 24,000.00</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Instructor I</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> <small>(leave blank)</small>	
<b>12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ] 1st [ ]      2nd [ ]      4th [ ]      5th [ ]      6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
<b>Working Time:      DUTIES</b>			
85% : 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.			
5% : 2. Member in different committees.			
5% : 3. Participate in the co-curricular activities.			
5% : 4. Perform other functions assigned by the Department Head.			
100% :			



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14. POSITION TITLE OF IMMEDIATE SUPERVISOR DINAC, JR., JAVUAN, MTCORD Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles) Mr. Romeo Dosdos			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD Projector, Laptop, weighing scale, pens, etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition (x)
General Public	[ ]	[x]	Field work [x]
Other Agencies	[x]	[ ]	Field Trips [x]
Supervisors	[ ]	[x]	Exposed to Varied Weather
Management	[ ]	[x]	Other's (Specify) [ ]
Others (Specify)	[ ]	[ ]	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>May 24, 2011</u> Date</div><div> MANUEL D. GACUTAN, JR. Signature of Employee</div></div>			
21. Describe briefly the general function of the Unit or Section. To provide instruction, research, extension services, and production in the field of animal science.			
22. Describe briefly the general function of the position. To provide instruction in animal science courses, extension services, and production of poultry species.			
23. a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: <u>B.S. degree in the area of specialization</u> Experience:			
23. b. Licenses or certificates required to do this work,			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>  Date</div><div> LOLITO C. BESTIL Signature and Title of Immediate Supervisor</div></div>			
25. APPROVED <div style="display: flex; justify-content: space-between;"><div>  Date</div><div> JOSE L. BACUMO Head of Agency</div></div>			